

CALIFORNIA PRISON INDUSTRY AUTHORITY

PRODUCT ENGINEERING TECHNICIAN, PRISON INDUSTRIES

6PI05

OPEN-STATEWIDE

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL) EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITION (S) EXIST IN	CALIFORNIA PRISON INDUSTRY AUTHORITY – CENTRAL OFFICE, FOLSOM, CALIFORNIA
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) in this announcement and who have not taken the examination in the last 12 months may apply for this examination.
HOW TO APPLY	<p>State Applications (Form STD 678) must be filed by mail or in person, with the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200.</p> <p>Your State Application must include the above “Exam Title” and “Exam Code” in order to be processed. Applications without this information may be subject to rejection.</p> <p>DO NOT SEND APPLICATIONS TO THE CALIFORNIA HUMAN RESOURCES DEPARTMENT (CalHR)</p>
FINAL FILING DATE	State Applications (Form STD 678) must be POSTMARKED no later than 5:00 pm on <u>APRIL 1, 2016</u> . Faxed or Emailed applications will not be accepted. Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason.
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held during APRIL 2016 .
SALARY RANGE	\$4436 - \$5615
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Examination Application”. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental OPEN eligible list will be established for the California Prison Industry Authority (CALPIA). Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
POSITION DESCRIPTION	Under direction, the Product Engineering Technician designs and develops new and existing institutional /business furniture in wood and metal products; prepares and checks design layouts and production drawings using Computer Aided Design drafting with Auto-Cad Release 14 software; maintains engineering electronic files and other related documents; conducts product research and development; assists in developing prototypes; participates in product evaluation and makes recommendations; supervises and trains student assistants and vocational inmates; maintains order and conduct of inmates, protects and maintains the safety of persons and property. The Product Engineering Technician may be called upon to assume general custody responsibilities in time of emergency and perform other related work.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement at the time application is filed.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination at the time the application is filed. All applications/resumes must include “to” and “from” employment dates (month/day/year), time-base, civil service class title(s) and range, if applicable. If utilizing the <u>Education Pattern</u>, please provide a copy of your degree or transcript. College course information must include: title, semester, or quarter credits, name of institution, completion dates, and degree (if applicable).</p> <p>Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	<p>Experience: One year of experience in the drafting or design of wood, metal, or plastic products using computer-aided drafting and design methods. and</p> <p>Education: Equivalent to graduation from college with major course work in Mechanical Engineering. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis.)</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>Tact, patience, and the ability to work with persons confined in a correctional facility.</p>
SPECIAL PHYSICAL CHARACTERISTICS	<p>Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p>
ADDITIONAL DESIRABLE QUALIFICATIONS	<p>Supervisory experience and assertiveness.</p>
EXAMINATION INFORMATION	<p style="text-align: center;">QUALIFICATIONS APPRAISAL – WEIGHTED 100%</p> <p>This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under scope. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p>
SPECIAL NOTE: EDUCATION AND EXPERIENCE	<p>If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, regardless of how long it has been since you attained the experience. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.</p>

SCOPE OF EXAM	<p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Design of metal, wood, or plastic products and dies, tools, and jigs used in their manufacture to carry out assignments. 2. Methods of metal or wood products fabrication and the machinery involved to understand program operations and product requirements. 3. The reaction of metal or wood in the manufacturing process such as sheet metal bend allowances and the joining of steel or the joining of wood to ensure integrity of end products. 4. Drafting symbols to ensure accuracy on projects. 5. Orthographic projections to assist in the accuracy of design layout. 6. Basic computer skills, including document creation, spreadsheets and CALPIA operating systems to ensure efficient record keeping. 7. Mechanical properties of steel or hard and soft woods to ensure integrity of end product. 8. Strength of materials to effectively design products. 9. Crafting presentation to complete assignments. 10. Engineering mathematics to assist in the design of products. 11. Mechanical theory and practice to understand and evaluate information for product design <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Prepare neat and accurate product drawings to ensure concise legibility for quality manufacturing. 2. Prepare drawings from design notes and sketches to assist in the development of projects. 3. Interpret all drawings, plans and specifications of products to ensure accuracy of end product. 4. Plan, organize and maintain an accurate filing and numerical system for drawings and specifications to ensure information can be quickly and efficiently located. 5. Supervise and train offender workers in the fundamentals of mechanical drafting and motivate them to produce accurate and neat drawings at a pace commensurate with private industry to accomplish the goals and objectives of CALPIA. 6. Specify and estimate products and components to effectively plan projects. 7. Work with the institution managers and factory personnel in a cooperative effort and maintain relationships to achieve the goals of the California Prison Industry Authority.
VETERANS' PREFERENCE/CAREER CREDITS	<p>Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.</p> <p>Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.</p> <p>Career Credits are not granted in "OPEN" exams.</p>
QUESTIONS?	<p>If you have any questions concerning this announcement, please contact CALPIA, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.</p>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Prison Industry Authority at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview, due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at CalHR, local offices of the Employment Development Department, CALPIA, and at www.calpia.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

CALPIA reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled at Folsom headquarters and correctional institutions throughout the State. However, locations of interviews may be limited or extended as conditions warrant.

GENERAL INFORMATION (CONT.)

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required. Any limitation which restricts a person from safely performing the essential functions of the position may constitute the basis for removal of the candidate's name from the eligible list.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

Veterans' Preference Credits: Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply to Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work, 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The California Prison Industry Authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

CALIFORNIA PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET * FOLSOM, CA 95630-2200-WWW.CALPIA.CA.GOV
CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922